

Panasonic

AUTOMATIC TELEPHONE
ANSWERING SYSTEM

EASA-PHONE®

Model No. **KX-T5100**

Operating Instructions



Please read before use.

AUTO-LOGIC™

La referencia rápida en español puede ser encontrada en la páginas 44-51.

Please read **IMPORTANT SAFETY INSTRUCTIONS** on pages 40–41 before use. Read and understand all instructions.

Introduction (Features)

Thank you for purchasing the Panasonic KX-T5100.

The KX-T5100 is an automatic telephone answering system with dual micro cassette tapes. You can use the following convenient features.

New message playback (p. 21)

Listening to only the messages you **have** not played back before

Call counter (p. 20)

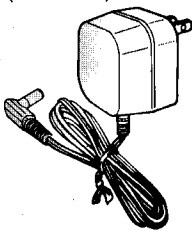
Recording your own message (p. 24)

Tone remote operation (p. 27–32)

Listening to all messages or **new messages** from a remote location with touch tone phone (p. 28)

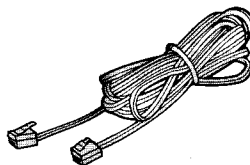
Accessories (See page 39 for accessory order information.)

AC Adaptor (KX-A11)
(p. 7)



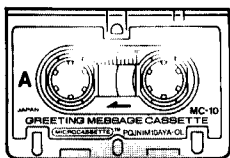
one

Telephone Line Cord
(p. 7)



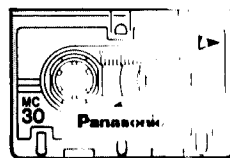
one

Micro Cassette Tapes (p. 6, 37)
Greeting Message Tape (MC-10)



one

Incoming Message Tape (MC-30)

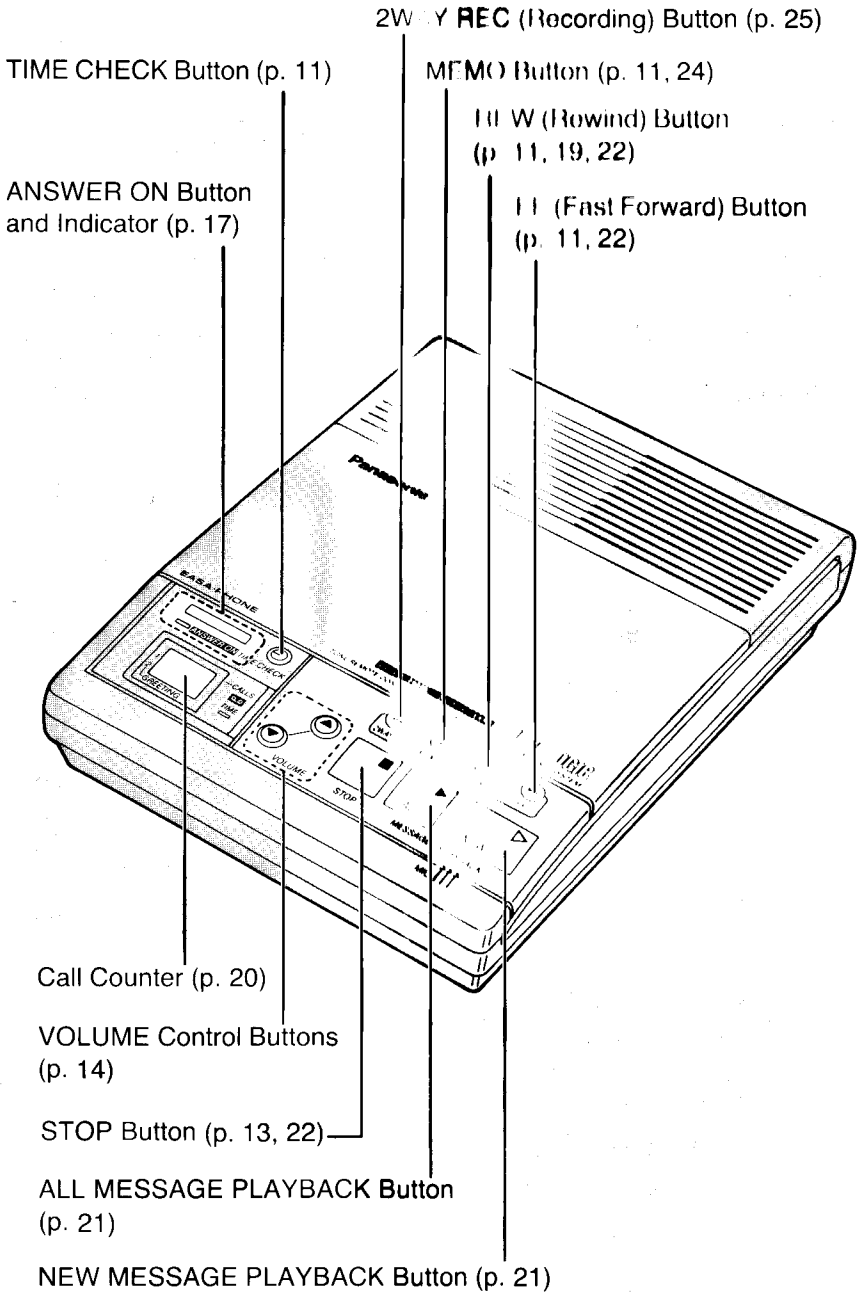


one

Contents

Location of controls	4
Setting up the unit	6
Inserting the cassette tapes	6
Connection	7
Setting selectors	8
Time and day adjustment	10
Recording a greeting message	12
Checking the greeting message	14
Adjusting the VOLUME control	14
Setting the CPC (Calling Party Control) function	16
Automatic answering operation	17
Setting the unit to answer the call	18
Selecting the first or second greeting message	18
Resetting the incoming message tape	19
Listening to the recorded messages	20
Listening to new messages only	21
Listening to all the recorded messages	21
Saving some old messages	23
Recording your own message	24
Recording a telephone conversation	25
Monitoring incoming calls	26
Remote operation from a touch tone phone	27
Setting the remote code number	27
Basic remote operation	28
Advanced remote operation	30
Troubleshooting guide	35
Maintenance	37
Accessory order information	39
Important safety instructions	40
FCC and other information	42
Referencia rápida	44

Location of controls



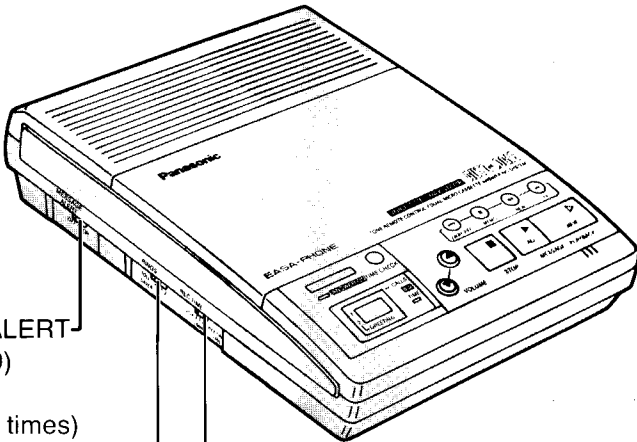
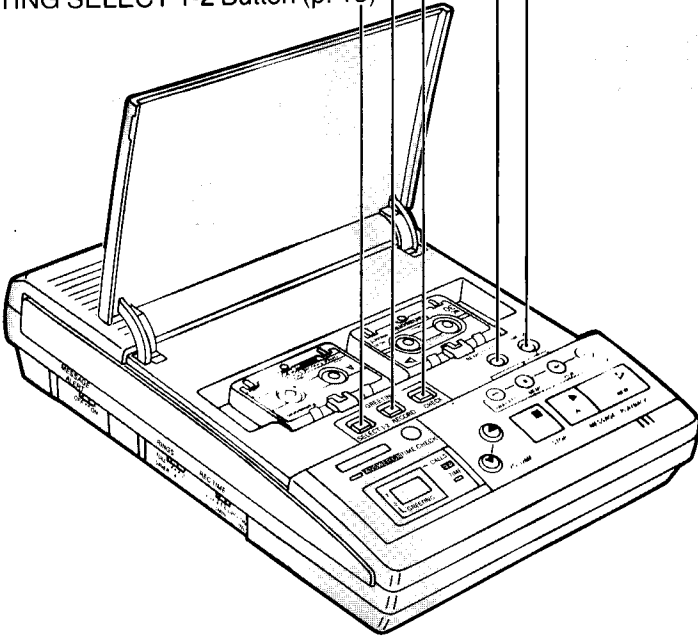
TIME SET Button (p. 11)

REMOTE CODE Button (p. 27)

GREETING CHECK Button (p. 14)

GREETING RECORD Button (p. 13)

GREETING SELECT 1-2 Button (p. 13)



MESSAGE ALERT
Selector (p. 9)

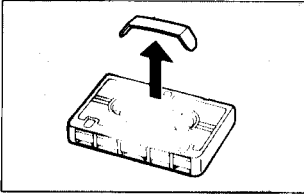
RINGS (Ring times)
Selector (p. 9)

REC (Recording) TIME Selector (p. 9)

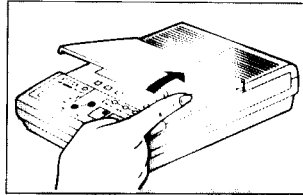
Setting up the unit

Inserting the cassette tapes

Remove the stopper of the micro cassette tapes.



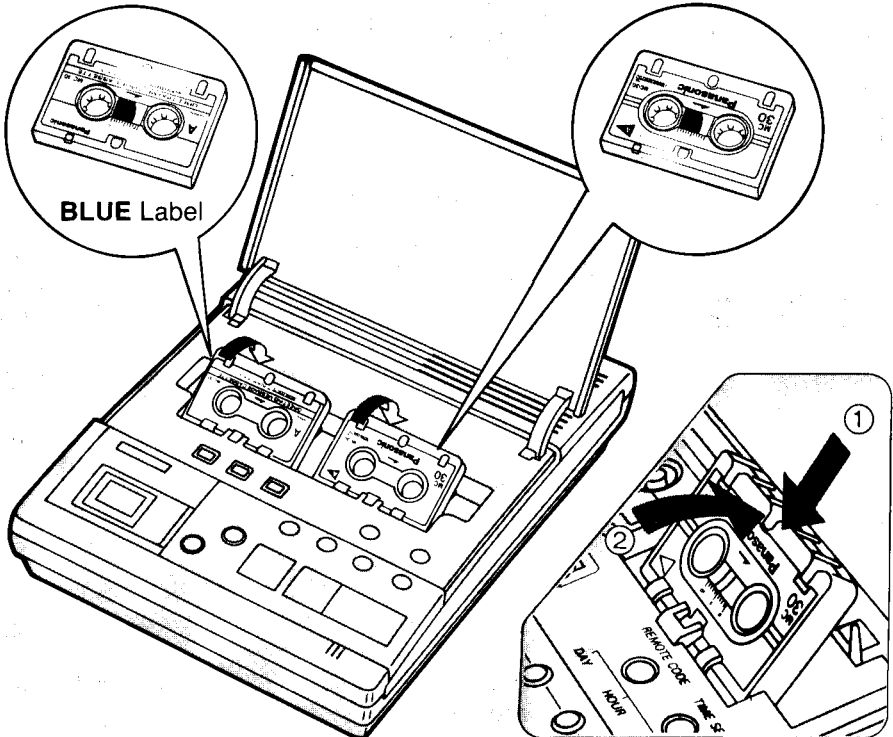
Open the cassette panel.



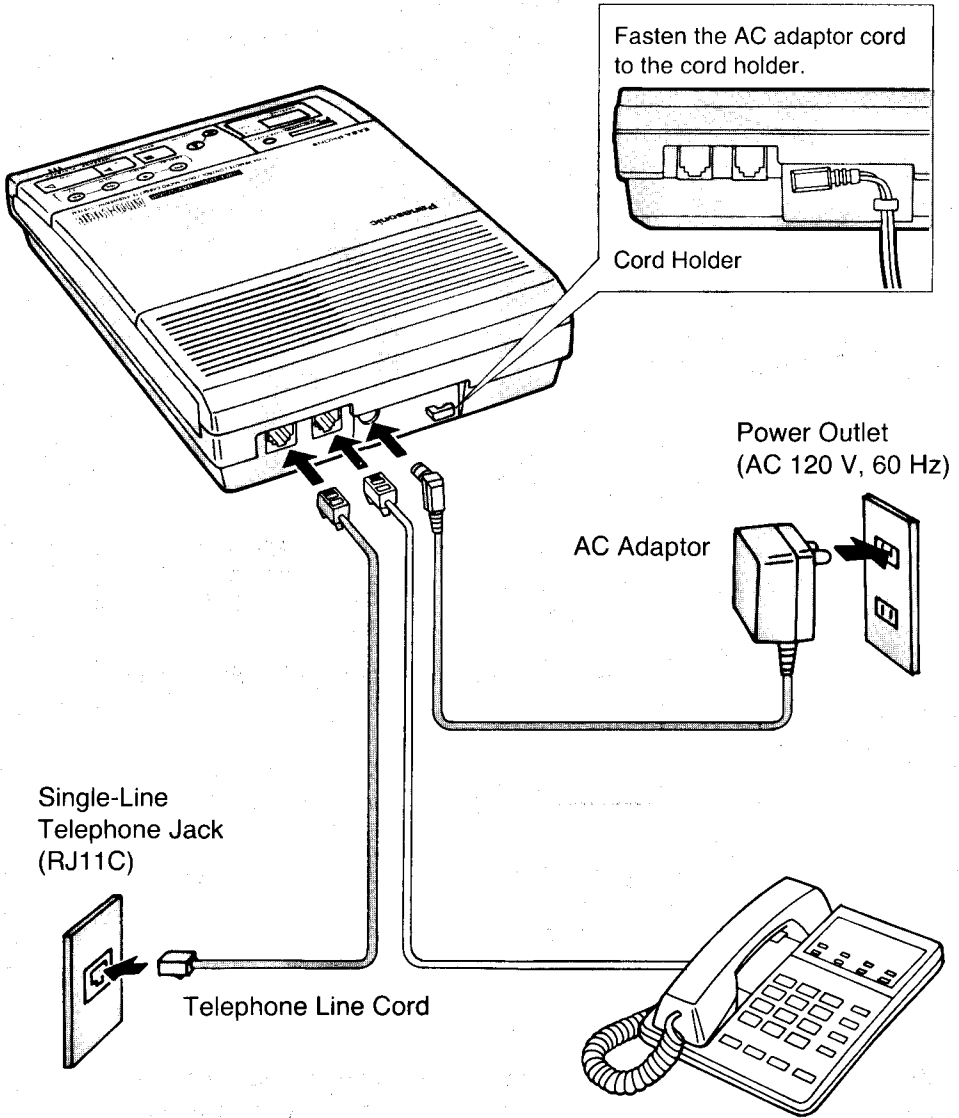
Insert micro cassette tapes with the full reel of each tape to the left.

Greeting Message Tape
(MC-10)

Incoming Message Tape
(MC-30)



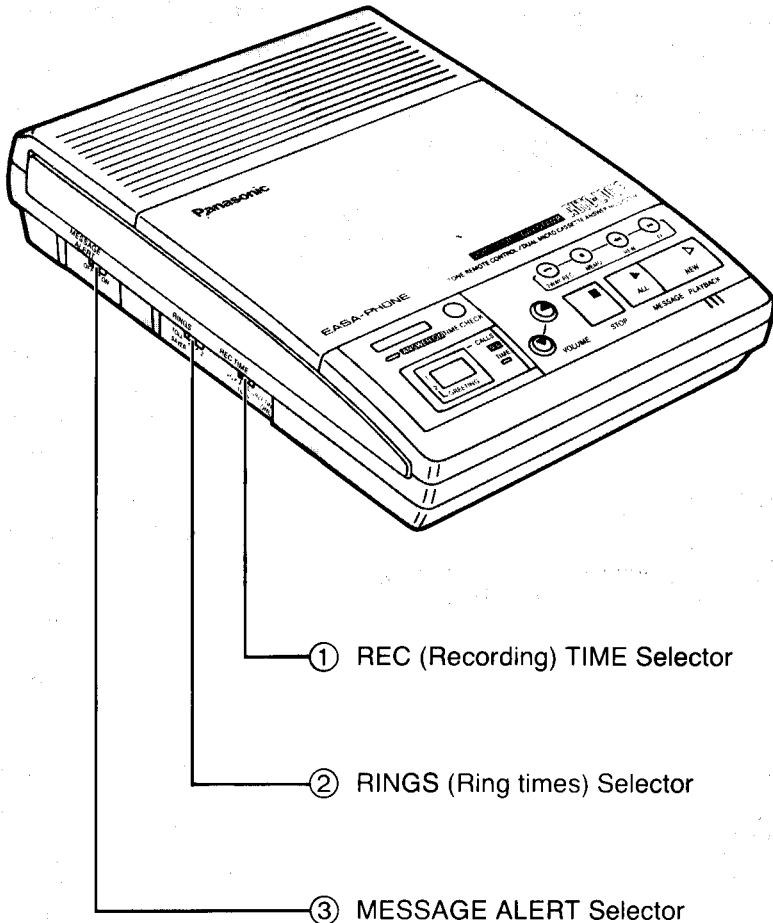
Connection



Note:

- USE ONLY Panasonic AC ADAPTOR KX-A11.
- AC adaptor must remain connected at all times.

Setting selectors



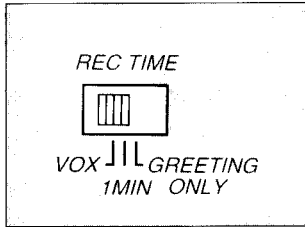
Toll saver

When you call the unit from a touch tone telephone, the number of rings before the unit answers informs you if there are any new messages.

- If the unit answers on the 2nd ring: There is at least one new message.
- If the unit answers on the 4th ring: There are no new messages.

Hang up immediately when you hear the 3rd ring. Because the 3rd ring indicates there are no new messages. This saves you the toll charge for the call.

① REC (Recording) TIME Selector




Caller's recording time can be selected.

VOX: The recording time is unlimited.

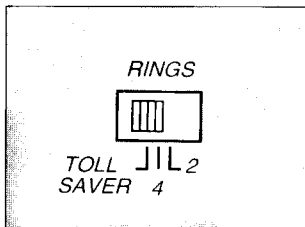
1 MIN: The recording time is limited to 1 minute.

GREETING ONLY:

When a call comes in, the unit answers the call, plays the greeting message, then hangs up. The unit will not record any caller's message.

The call counter shows: 

② RINGS (Ring times) Selector



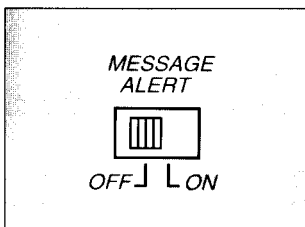
You can choose the number of the telephone rings before the unit answers.

2: The unit answers a call on the second ring.

4: The unit answers a call on the fourth ring.

TOLL SAVER: See page 8.

③ MESSAGE ALERT Selector

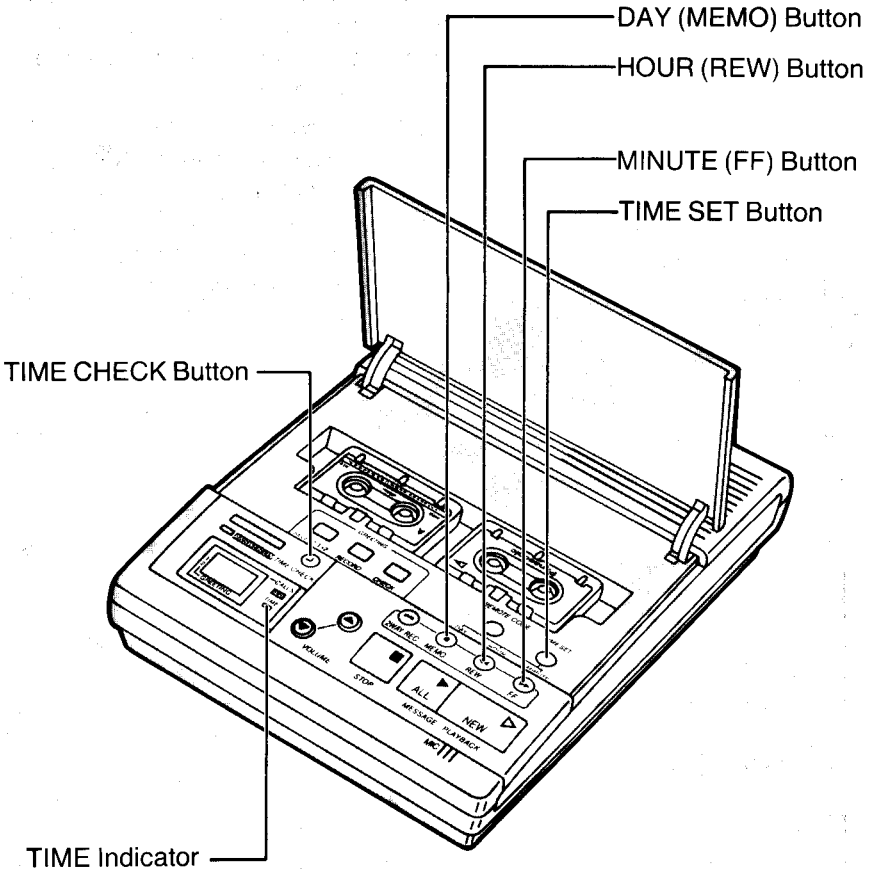


When you come home, you can be alerted that new messages have been recorded by the presence of an audible beep.

ON: When new messages have been recorded, a short beep sounds every 10 seconds. The beeping stops after the messages have been played back.

OFF: No beep sounds.

Time and day adjustment

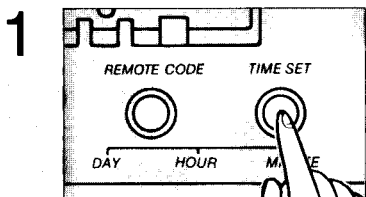


Note:

- During a power failure, the programmed time and day retention time is approximately 1 hour.
- If the TIME indicator flashes, it means that the memory has been cleared. In this case, adjust the time and day again.

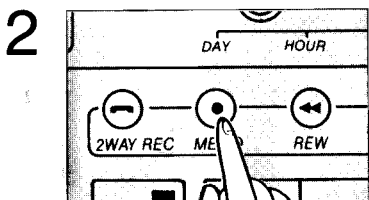
Voice Time and Day Stamp

This unit is provided with a Time and Day Stamp feature. You can know when the callers' messages were recorded by the recorded synthesized voice telling the time and day after each message.



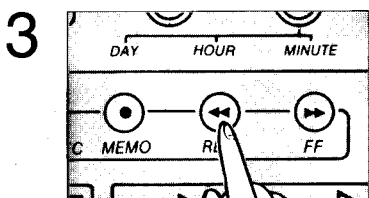
Open the cassette panel, then press the TIME SET button.

- The TIME indicator light is on.
- The unit announces the current time.



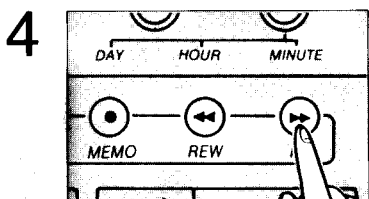
Press the DAY button repeatedly to adjust the day.

- The unit announces the day.



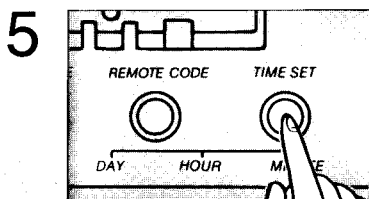
Press the HOUR button repeatedly to adjust the hour.

- The unit announces the hour.



Press the MINUTE button repeatedly to adjust the minute.

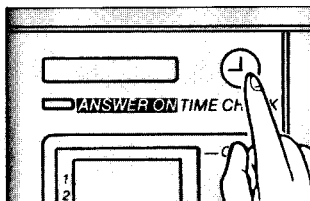
- The unit announces the minute.



To finish adjustment, press the TIME SET button again.

- The TIME indicator light goes out.
- The unit announces the programmed time and day.
- The clock starts working.

To check the time and day



Press the TIME CHECK button. The unit announces the programmed time and day.

Recording a greeting message

The greeting message is an announcement to tell the caller that you are unable to answer the call and asks him/her to leave a message.

You can record 2 greeting messages.

- **First greeting message:** Its recording time is limited to 30 seconds. So you may leave a short message to your callers.
- **Second greeting message:** This is an extended greeting message and its recording time is up to the tape end. So you can leave any kind of messages you like, for example, advertisement for your company.

GREETING CHECK

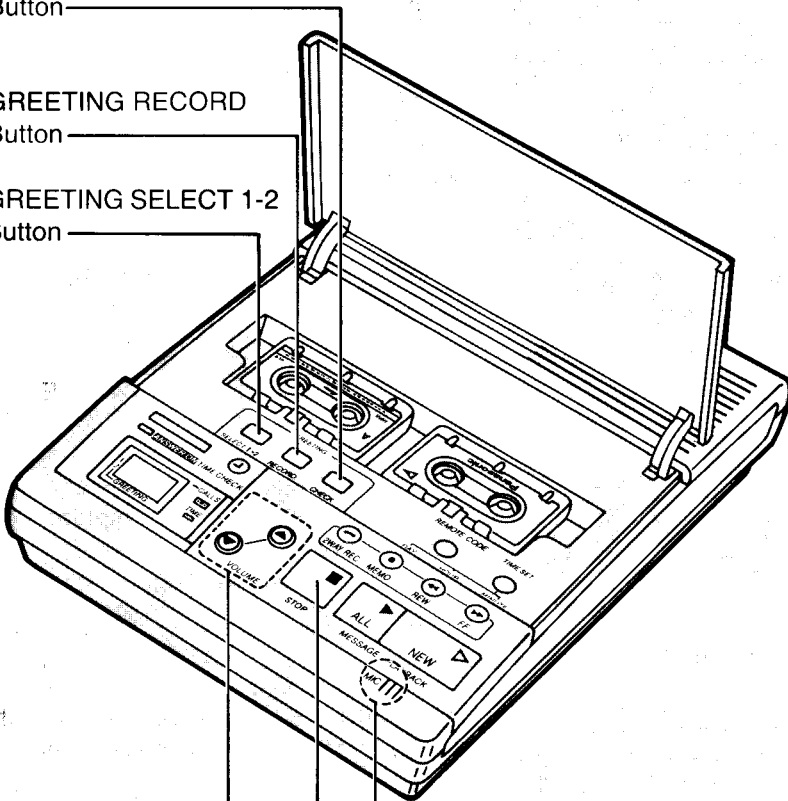
Button

GREETING RECORD

Button

GREETING SELECT 1-2

Button



VOLUME Control Buttons

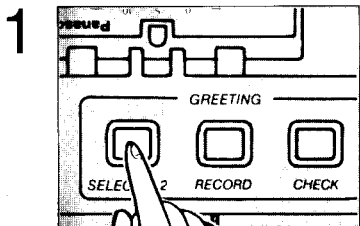
STOP Button

MIC (Microphone)

Caution:

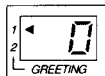
— Do not pause for over 5 seconds while recording.

If 6 beeps sound while recording, start again from step 1 after the unit stops resetting the greeting message tape.

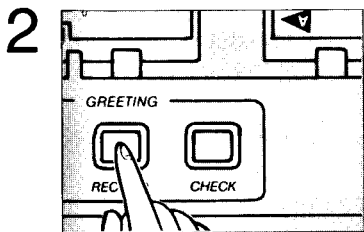
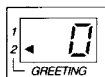


Press the GREETING SELECT 1-2 button to select your desired greeting message.

First greeting message

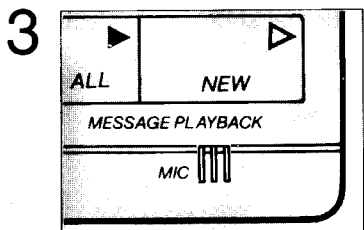


Second greeting message



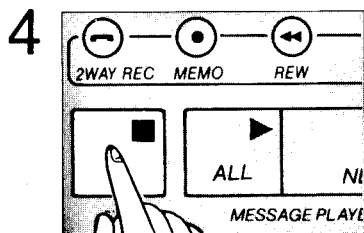
Press the GREETING RECORD button, then release it.

— A long beep sounds.



Immediately after the long beep, speak clearly and loudly, 20 cm (8") away from the microphone.

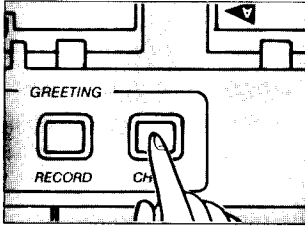
— The call counter shows the elapsed recording time.



When you finish recording, press the STOP button.

Checking the greeting message

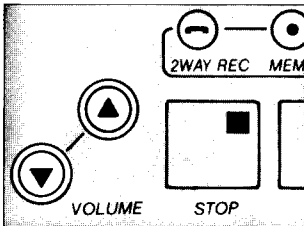
You can play back and check your recorded greeting message.



Press the GREETING CHECK button to play back the greeting message.

Adjusting the VOLUME control

There are 8 levels of speaker volume, and you can adjust it to your desired level using the VOLUME control buttons, 0 (minimum) through 8 (maximum).



To increase the volume, press ▲.

To decrease the volume, press ▼.

— The call counter shows the selected volume levels for 3 seconds.

Sample greeting messages

When the REC TIME selector is set to the "VOX" position:

"Hello, this is (your name and/or number). Sorry, I cannot take your call. Please leave your message after a long beep. Thank you."

When the REC TIME selector is set to the "1 MIN" position:

"Hello, this is (your name and/or number). Sorry, I cannot take your call. Please leave your message after a long beep. Your recording time is up to 1 minute. Thank you."

When the REC TIME selector is set to the "GREETING ONLY" position:

"Hello, this is (your name and/or number). Sorry, I cannot take your call. If you call back tomorrow, we'll be happy to talk to you. Thank you."

Setting the CPC (Calling Party Control) function

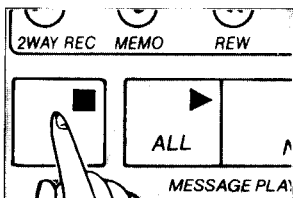
With this function, the unit senses the hung-up click and stops recording, thereby maximizing the time available on your cassette tape.

The CPC function is preset to "A" position.

If you have call waiting service, set to "b" position.

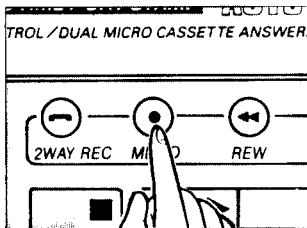
Otherwise, leave in "A" position.

1



Press the STOP button until the call counter shows "P".

2



Within 5 seconds after pressing the STOP button, press the MEMO button to set "A" or "b".

— The call counter shows the current setting.

A or **b**

— Each time you press the MEMO button, "A" or "b" will change alternately.

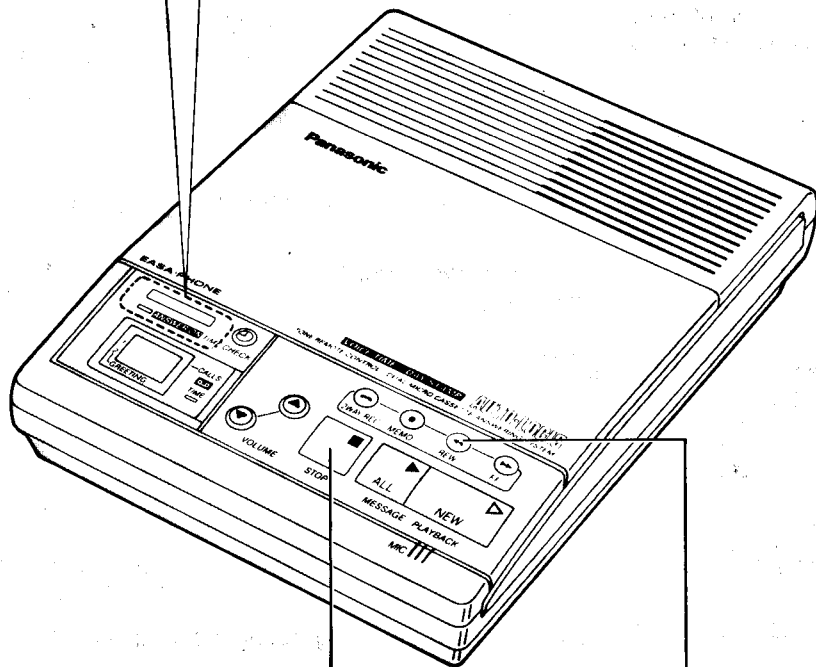
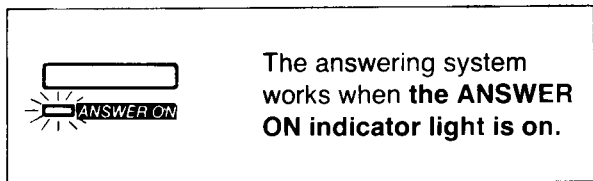
— Wait for 5 seconds after setting. Then the setting indicated on the call counter is stored, and it changes into the number of messages.

— To check the CPC function, repeat from step 1 to 2.

Automatic answering operation

When a call reaches, the unit plays back your greeting message, and records the caller's message.
After the call is completed, it will be ready for the next call automatically.

ANSWER ON Button and Indicator



STOP Button

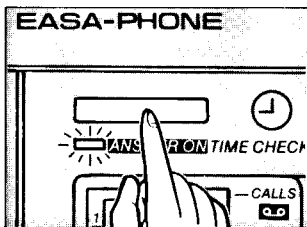
REW Button

Note:

— After a power failure, the call counter shows “—”. In this case, please check your CPC function (See page 16.) and remote code number. (See page 27.)

Setting the unit to answer the call

To answer a call and record the callers message, set the unit as follows.



Press the ANSWER ON button to turn on the answering system.

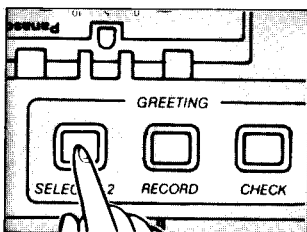
- The ANSWER ON indicator light is on, and the unit is now ready to answer the call.
- The call counter shows "0".

To turn off the unit

If you do not want the unit to answer the call, press the ANSWER ON button, and confirm the ANSWER ON indicator light goes out.

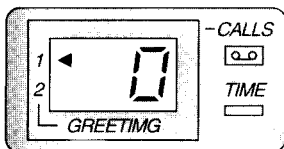
Selecting the first or second greeting message

Which message is played back to the caller depends upon the selection of the first or second greeting message.

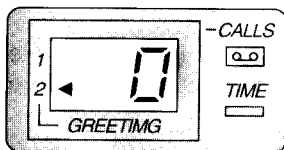


Press the GREETING SELECT 1-2 button.

- The selected greeting message is marked on the call counter.



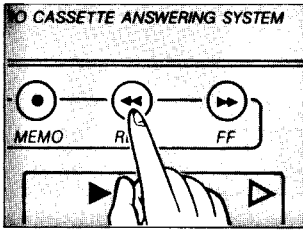
Now the first greeting message is selected.



Now the second greeting message is selected.

Resetting the incoming message tape

To record new messages from the beginning of the incoming message tape, rewind the incoming message tape.

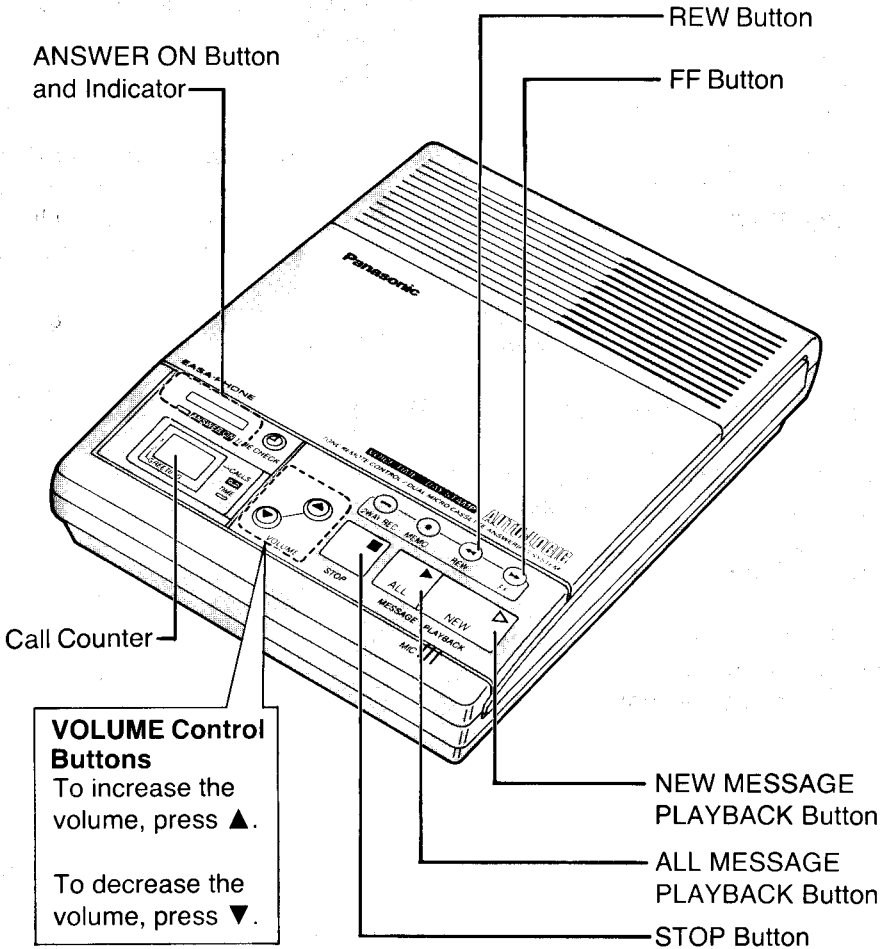


Press the REW button.

- The new messages will be recorded from the beginning of the incoming message tape.

Listening to the recorded messages —

When new incoming messages have been recorded, the call counter shows the number of recorded messages (0 to 99) and the ANSWER ON indicator flashes.

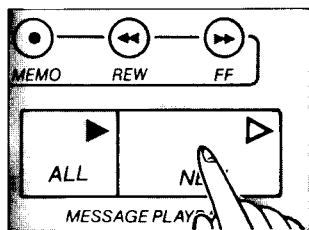


Note:

— When the MESSAGE ALERT selector is set to the "ON" position, the unit beeps every 10 seconds. (See page 9.)

Listening to new messages only

Only new messages are played back. (Messages once reviewed will not be played back.)

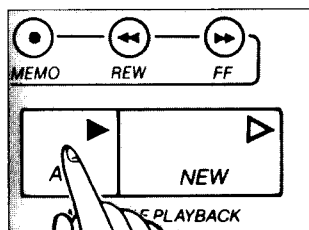


Press the NEW MESSAGE PLAYBACK button.

- The unit plays back new messages.
- At the end of the last message, 3 beeps sound and the tape stops automatically.

Listening to all the recorded messages

All the recorded messages (including those previously reviewed or saved) will be played back from the beginning of the tape.



Press the ALL MESSAGE PLAYBACK button.

- The unit plays back all the recorded messages.
- At the end of the last message, 3 beeps sound and the tape stops automatically.

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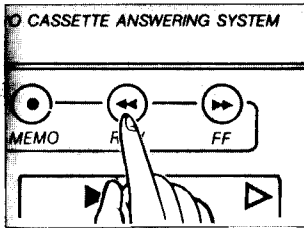
When you use the NEW MESSAGE PLAYBACK or ALL MESSAGE PLAYBACK button to listen to the recorded messages, the unit automatically;

- rewinds the tape and plays back the messages
- tells you the end of the last message by beeping 3 times
- prepares to record new messages after the old messages

We named this PLAYBACK buttons' feature "AUTO-LOGIC".

The following functions are available during message playback.

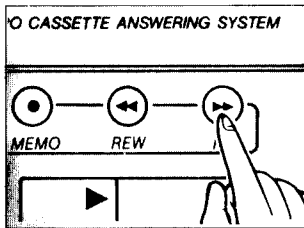
To rewind the tape during playback



Keep pressing the REW button.

- The unit rewinds the tape as long as you press the button, and starts to play back again when you release it.

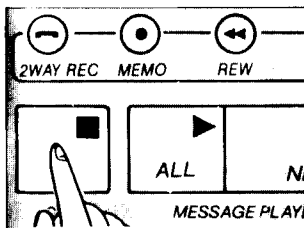
To fast forward the tape during playback



Keep pressing the FF button.

- The unit forwards the tape as long as you press the button, and starts to play back again when you release it.

To stop the operation



Press the STOP button to stop playing back, or other operation.

In case your unit is not in playback operation.

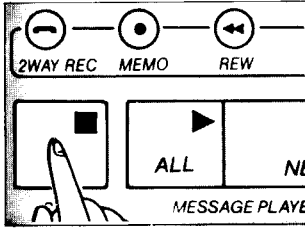
When you press the REW button, the unit rewinds the tape to the beginning automatically.

When you press the FF button, the unit forwards the tape to the end of the last message automatically.

Saving some old messages

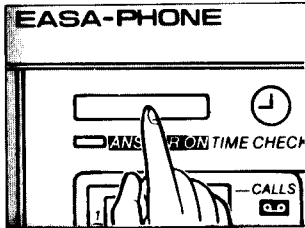
If you do not want to clear away some old messages previously recorded, you can save them.

1



Play back the messages, then press the STOP button at the end of the message you want to save.

2



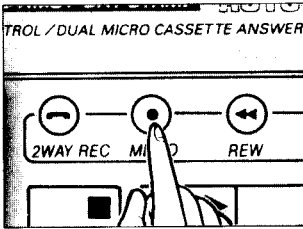
Press the ANSWER ON button to turn on the answering system.

- The ANSWER ON indicator light is on.
- The new messages will be recorded after the message(s) you have saved.

Recording your own message

You may record a personal message on the ICM tape. It can be heard by anyone playing back messages remotely or manually.

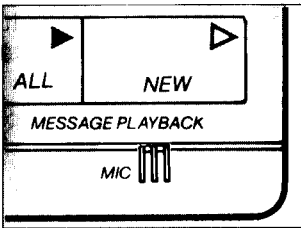
1



Press the MEMO button.

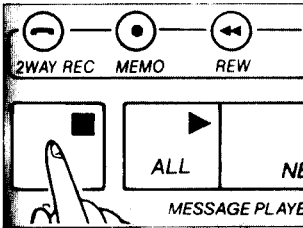
- A beep sounds.
- The number on the call counter increases by one.

2



Immediately after the beep, speak clearly and loudly, 20 cm (8") away from the microphone.

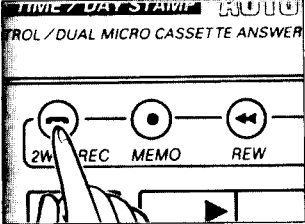
3



To stop recording, press the STOP button.

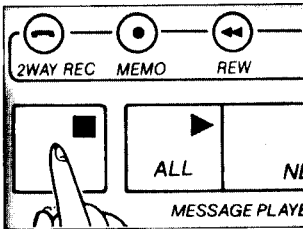
Recording a telephone conversation —

While speaking with someone on the telephone, you can record your conversation.

- 1
- 
- During your conversation, press the 2WAY REC button.
- A beep sounds.
 - The number on the call counter increases by one.



Continue your conversation.

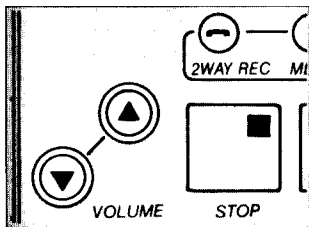
- 3
- 
- To stop recording, press the STOP button.

Note:

- Many states have imposed regulations on the manner in which 2-way telephone conversations may be recorded, so you should inform the other party that the conversation is being recorded. Consult your local telephone company for further information.

Monitoring incoming calls ---

While an incoming call is being recorded, you can monitor the caller's voice through the speaker, and answer it if you want.



Adjust the VOLUME control.

Helpful hints:

- To answer the call while monitoring, lift up the telephone handset connected with the same line and talk. The unit stops recording.
- You can also answer the call while the unit is playing the greeting message in the same way.

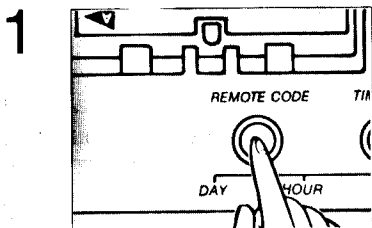
If the unit does not stop playing the greeting message, press the hookswitch on the telephone for about one second, and release it.

Remote operation from a touch tone phone

You can operate your answering system remotely with a touch tone telephone while you are away from home.

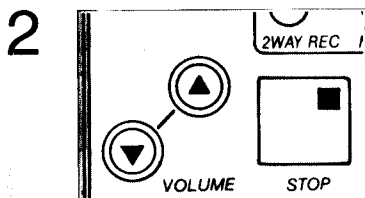
Setting the remote code number

The remote code number prevents unauthorized persons from accessing your unit and listening to your messages. You can choose any 2-digit number (00 to 99) for your remote code number.



Press the REMOTE CODE button.

— The call counter shows the current remote code number.



Within 5 seconds after pressing the REMOTE CODE button, press the VOLUME control buttons (▲ or ▼) repeatedly to select the number.

— Wait for 5 seconds after selecting the number. Then the number on the call counter is stored and it changes into the number of messages.

To check the remote code

Press the REMOTE CODE button.

The call counter shows the programmed remote code number for 5 seconds.

Basic remote operation

1

Call your unit from a touch tone telephone.



2

Press your remote code number during greeting message playback.

— A beep sounds to tell you the number of new messages up to 8 times.



Remote code no.

3

GHI
4

To play back new messages only

Press button.

— The unit plays back only the messages that were recorded since the last time you retrieved.

JKL
5

To play back all messages

Press button.

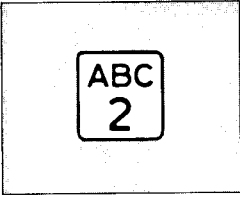
— The unit plays back all the recorded messages.

3 beeps sound at the end of playback.

4

Hang up. The messages are saved.

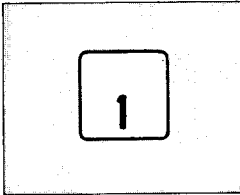
During playback



To skip the tape

Press button.

- The unit skips the tape for a few seconds during playback and starts playback.

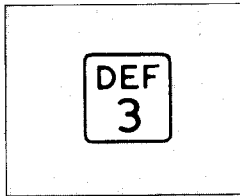


To back space the tape

Press button.

- The unit rewinds the tape for a few seconds during playback and starts playback.

To reset the tape after playback



Press button.

- When you played back all messages, the unit rewinds the tape to the beginning.
- When you played back only new messages, the unit rewinds the tape to the beginning of new messages.
- A beep sounds after rewinding tape.

If you want to rewind the tape to the beginning after played back only new messages:

Press button again after hearing a beep (the tape has been reset).

- The unit rewinds the tape to the beginning.

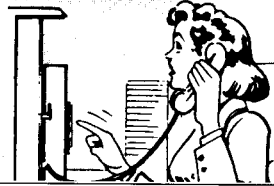
If you want to cancel resetting of the tape:

Press button after hearing a beep (the tape has been reset).

Advanced remote operation

1

Call your unit from a touch tone telephone.



2

Press your remote code number during greeting message playback.

— A beep sounds to tell you the number of new messages up to 8 times.



Remote code no.

3

To re-record the greeting message

① Press **7** button to re-record first greeting message.

Press **8** button to re-record second greeting message.

— The unit rewinds the greeting message tape to the beginning.

② Speak immediately after a long beep.

— Do not pause for over 5 seconds, or 6 beeps sound and the recording results in failure. Start again from step ① within 10 seconds after hearing 6 beeps.

③ To stop recording, press **9** button.

— The newly recorded greeting message will be played back.

— When you want to re-record, start again from step ①.

4

Hang up to end the remote operation.

To skip the greeting message (For outside caller)

Press button during greeting message playback.

— Callers can record their messages without listening to your greeting message.

To change the greeting message from first to second

Press button.

To change the greeting message from second to first

Press button.

— The selected greeting message is played back.

To monitor the room sound

Press button.

— You can monitor the sound in the room where the unit is installed for 30 seconds.

— A beep sounds after 30 seconds.

If you want to monitor again after the time-out has come:

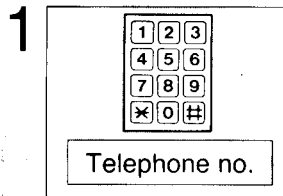
Press button again within 10 seconds of hearing the beep.

To turn off the answering system

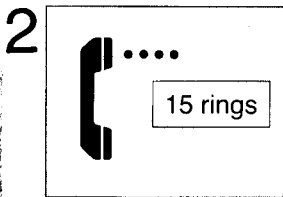
1. Call your unit from a touch tone telephone.
2. Press your remote code number.
3. Press **0** button after pressing the remote code number.
Your answering machine is automatically turned off. Then hang up.

To turn on the answering system

You can easily turn on the answering system even when you forgot to turn it on.



Call your unit.



Wait for 15 rings.

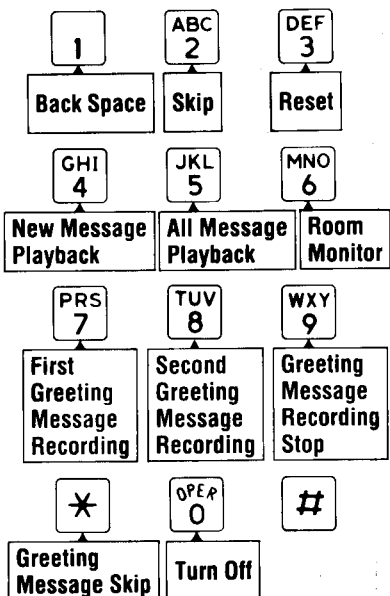
- The unit will answer, and the greeting message is heard.
Then, hang up.

To record your own message

After playing back the recorded messages, you can leave your own message on the tape.

1. Wait for 10 seconds after hearing 3 beeps indicating the end of playback.
Then 2 beeps sound.
2. Start to speak after hearing 2 beeps.
3. To finish recording, hang up.

OPERATION FROM TONE PHONE



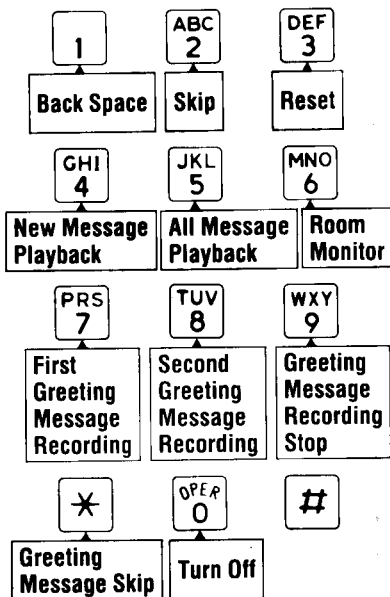
Call your unit.

Press remote code no. _____

- To playback all messages, press **5**.
- To playback new messages, press **4**.
- For back space, press **1**.
- For skip, press **2**.
- To reset the tape after playback, press **3**.
- To record your own message, speak after hearing 2 beeps at the end of playback.
- To save the messages, hang up after playback.

When you press a button, press firmly.

OPERATION FROM TONE PHONE



Call your unit.

Press remote code no. _____

- To playback all messages, press **5**.
- To playback new messages, press **4**.
- For back space, press **1**.
- For skip, press **2**.
- To reset the tape after playback, press **3**.
- To record your own message, speak after hearing 2 beeps at the end of playback.
- To save the messages, hang up after playback.

When you press a button, press firmly.

Call your unit.

To skip greeting message,
press *****.

Press remote code no. _____

To turn off the answering system,
press **0** then hang up.

To re-record greeting message

1. Press **7** to re-record first greeting message.
or
Press **8** to re-record second greeting message.
2. Speak after a long beep. Do not pause for over 5 seconds.
3. When finished, press **9**.

To monitor room sound, press **6**.

To change the greeting message
From first greeting message to second greeting message;
Press *****, then **2**.
From second greeting message to first greeting message;
Press *****, then **1**.
—The unit will play back the greeting message.

To turn on the answering system, call your unit and wait for 15 rings. The unit will answer, then hang up.

Call your unit.

To skip greeting message,
press *****.

Press remote code no. _____

To turn off the answering system,
press **0** then hang up.

To re-record greeting message

1. Press **7** to re-record first greeting message.
or
Press **8** to re-record second greeting message.
2. Speak after a long beep. Do not pause for over 5 seconds.
3. When finished, press **9**.

To monitor room sound, press **6**.

To change the greeting message
From first greeting message to second greeting message;
Press *****, then **2**.
From second greeting message to first greeting message;
Press *****, then **1**.
—The unit will play back the greeting message.

To turn on the answering system, call your unit and wait for 15 rings. The unit will answer, then hang up.

Troubleshooting guide

The unit does not work.

I cannot remove the tape from the unit.

- Plug in the AC adaptor again.

The answering system is on but no incoming messages are recorded.

- The greeting message is recorded improperly or not recorded, so no one can leave a message. Check and record a new greeting message.
- If the call counter shows "AO", the REC TIME selector is set to the GREETING ONLY position. Change it to the VOX or 1 MIN position.
- The incoming message tape is full. Reset it or replace with a new one.

The call counter shows "E".

- The greeting message cassette tape might be broken. Replace it with a new one.

6 quick beeps sound during greeting message recording, and it results in failure.

- Re-record your greeting message. Speak clearly and loudly, and do not pause for over 5 seconds while recording.

When a message is played back, the sound level is low, even if the VOLUME is high.

- Clean the heads.
(See page 37.)
- Replace the incoming message tape with a new one.

The unit does not answer remotely.

- The answering system is turned off. (The unit is not in the answer mode.) To set the unit to answer the call, call your unit and wait for 15 rings.
(See page 32.)

I press the dial button of a touch tone phone after my unit answers, but the answering system does not respond.

- Make sure that you press your correct remote code number. To check your remote code number, see page 27.
- The answering system may not respond if a remote touch tone phone produces tones that are too short to activate the unit, so when you press any button, press firmly.

(Continued on next page→)

The call counter shows “--”.

- The power failure took place.
Please check your CPC function
(See page 16.) and remote code
number (See page 27.)

**Some incoming messages have
not been recorded up to end.**

- Program the CPC function to the
“b” position. (See page 16.)

**The incoming message tape
continues to run after a caller
hangs up.**

- Set the REC TIME selector to
the “1 MIN” position.

**While operating the unit, the AC
adaptor feels warm.**

- This is a normal condition.

**When you lift the handset of
another telephone to answer a
call, the greeting message is
heard and it does not stop.**

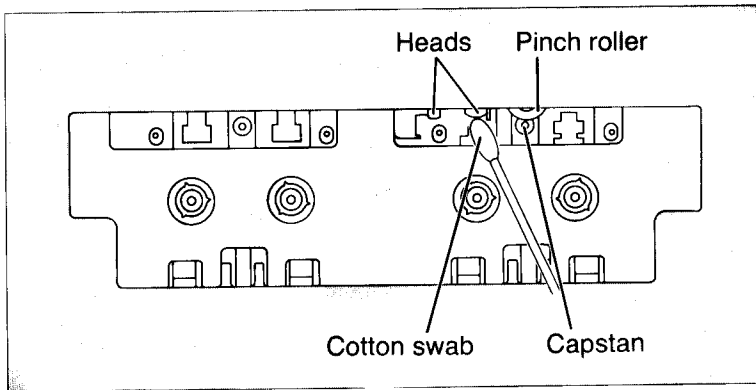
- Press the hookswitch on the
telephone about one second.
Then, you can answer a call.
(See page 26.)

Maintenance

Tape deck

Since the head and capstan assemblies are in contact with the tape, dirt and residue from the tape may easily adhere to these parts, causing distortion. These parts should be cleaned periodically in the manner described below.

Clean the head surface, pinch roller and capstan with a cotton swab. If these surfaces are extremely dirty, wipe them with the cotton swab dampened with alcohol, then wipe them with a dry soft cloth.

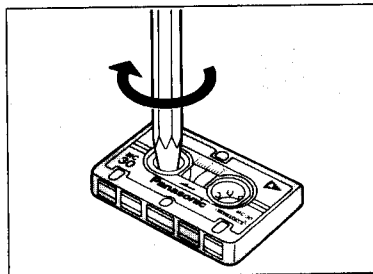


Note:

- Do not bring magnetic or metal objects, such as a screwdriver, near the head assemblies, as such objects could magnetize the heads.
- Do not oil any part of the unit.

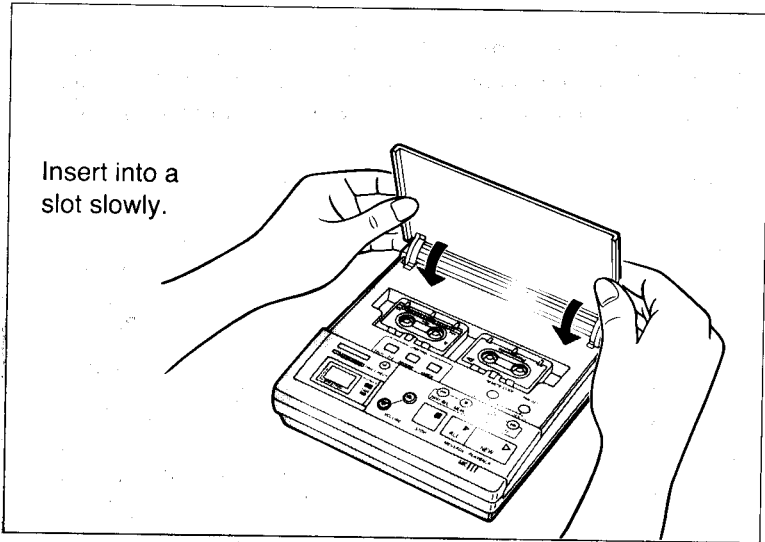
Cassette tape

- For optimum sound quality and performance, we recommend that you **use the opposite side (side-2) after six months and replace the tape with a new one every year**, assuming that the unit answers about ten calls a day.
- Never place a cassette tape near a magnetic source, such as a magnet or a TV set; because it may erase or distort the recorded message on the tape.
- Slack in the tape can be tightened by rotating the tape reel with an instrument like a pencil, as shown.



Cassette panel installation

If the panel comes off, replace it by pushing as shown.



Accessory order information ---

Replacement parts and accessories are available through your local authorized parts distributor. For the authorized distributors in your area, call toll free: 1-800-332-5368

Part No.	Description
MC-30	Micro cassette tape for incoming message
MC-10	Micro cassette tape for greeting message

Important safety instructions ---

When using this unit, basic safety precautions as below should always be followed to reduce the risk of fire, electric shock, or personal injury.

1. Read and understand all instructions.
2. Follow all warnings and instructions marked on this unit.
3. Unplug this unit from wall outlets before cleaning. Do not use liquid or aerosol cleaners. Use a damp cloth for cleaning.
4. Do not use this unit near water, for example, near a bath tub, wash bowl, kitchen sink, or the like.
5. Install this unit securely on a stable surface. Serious damage may result if the unit falls.
6. Do not cover slots and openings of the unit, for they are provided for ventilation and protection against overheating. Never place the unit near radiators, in/or a place where proper ventilation is not provided.
7. Use only the power source as marked on the unit. If you are not sure of the type of the power supply to your home, consult your dealer or local power company.
8. Do not place objects on the power cord. Install the unit where no one can step on the cord.
9. Do not overload wall outlets and extension cords as this can result in the risk of fire or electric shock.
10. Never push any objects into this unit through slots as they may result in risk of fire or electric shock. Never spill any liquid on the unit.
11. To reduce the risk of electric shock, do not disassemble this unit, but take it to a qualified serviceman when some service or repair work is required. Opening or removing covers may expose you to dangerous voltages or other risks. Incorrect reassembly can cause electric shock when the appliance is subsequently used.
12. Unplug this unit from the wall outlet and refer servicing to qualified service personnel under the following conditions:
 - A. When the power supply cord or plug is damaged or frayed.
 - B. If liquid has been spilled into the unit.
 - C. If the unit has been exposed to rain or water.
 - D. If the unit does not work normally by following the operating instructions. Adjust only controls covered by the operating instructions, for improper adjustment may require extensive work by a qualified technician.

- E. If the unit has been dropped or damaged.
 - F. If the unit exhibits a distinct change in performance.
13. During thunderstorms, avoid using telephones except cordless types. There may be a remote risk of electric shock from lightning.
 14. Do not use this unit to report a gas leak in the vicinity of it.

SAVE THESE INSTRUCTIONS

INSTALLATION:

1. Never install telephone wiring during a lightning storm.
2. Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations.
3. Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.
4. Use caution when installing or modifying telephone lines.

WARNING:

TO PREVENT FIRE OR SHOCK HAZARD, DO NOT EXPOSE THIS PRODUCT TO RAIN OR ANY TYPE OF MOISTURE.